



COMMUNITY SERVICE OFFICER

Do you enjoy interacting with citizens and making a difference in the community? Then, consider becoming a Fremont Community Service Officer.



**The first review of applications is
Noon on March 14, 2016**

The Department Mission Statement

"Public Safety Through Professional Law Enforcement" - The Department works in collaboration with our community to protect life and property, while enhancing the quality of life in our City. This is accomplished through the creative use of resources, community education and involvement, and interactive problem solving.

In a typical day a Community Service Officer will:

- Interview victims/witnesses and document statements.
- Prepare collision reports/diagrams.
- Perform traffic control.
- Respond to and investigate traffic complaints.
- Issue parking/equipment violation citations (F.M.C's/VC's).
- Receive reports of commercial, residential and automobile burglaries, petty theft, grand theft, found property, abandoned bicycles, missing persons, auto theft, and other crimes with no known suspects.
- Conduct initial crime investigations and prepare reports of findings.
- Ascertain value of stolen vehicles and other lost/stolen items, in reports.
- Investigate vandalism.
- Identify and enforce traffic and parking ordinances.
- Transport juvenile detainees.
- Serve subpoenas.
- Identify, tag and tow abandoned vehicles.
- Identify and remove a variety of traffic hazards.
- Respond to animal control emergencies as needed when Animal Control is off duty.
- Specialty assignments: missing person investigator; volunteer program coordinator; taxi permits/tests; vehicle abatements; crime scene investigator.



The ideal Candidate for this job will typically have:

- A high school diploma or equivalent.
- Work experience in the Public Sector with extensive public contact.
- Ability to work rotating shifts and irregular duty assignments including weekends and holidays.
- Ability to learn and apply local and state laws, rules and regulations.
- A valid Class C California Driver's License and satisfactory driving record.

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs over 882 regular employees and has a total annual budget of \$289.4 million with \$174.3 million general fund.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

COMPENSATION & BENEFITS

The annual salary is \$56,873—\$69,141 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to:

- CalPERS Retirement Benefit*
 - Classic Employees - 2.0% @ 60 benefit.
 - New Employees - 2.0% @ 62 benefit.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/dependents includes Teamsters Local 856 Trust Fund for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.
- A complete benefits summary can be found by accessing this link: [Benefit Summary](#)

This position is represented by the TEAMSTERS bargaining unit. The probationary period for this position is 12 months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: [City Jobs](#)

The test process for this position will include a written and/or performance exam, an individual and/or panel interview, an **extensive background investigation including a polygraph exam, fingerprint check and medical /psychological examination**. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. **The City of Fremont is an Equal Opportunity Employer.**

Tentative Recruitment Schedule

First Review: Noon—March 14, 2016

Oral Panel Interviews : Week of March 28, 2016

Follow-up Interviews: Week of April 4, 2016

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HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

